

Dietetic Internship (DI) Handbook



FLORIDA STATE UNIVERSITY

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Of note, all necessary forms, objectives, evaluations, and project details will be available on the FSU Organizational Dietetic Internship Site

DESCRIPTION OF THE FSU DI DIETETICS INTERNSHIP

Florida State University (FSU) DI Program is intended to provide opportunities to qualified students to complete the supervised practice component of their education from an ACEND Accredited program. This internship provides interns with supervised practice experience required to fulfill the competencies for becoming a Registered Dietitian. Upon successful completion of the DI, interns will receive a verification of completion and be eligible to take the national Registration Examination for Dietitians.

The DI program is Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics. The internship includes 1200 hours of supervised practice in the areas of clinical, community, and food service nutrition plus the specialty of clinical or sports nutrition.

- FSU DI accepts applications to the program once admission to the Nutrition, Food, & Exercise Science department master's has been approved.
- Interns in the Sports Nutrition Program will receive a Master's in Exercise Physiology.
- Interns in the Clinical Nutrition Program will receive a Master's in Nutrition and Food Science
- The program can be completed in 5 semesters as a non-thesis student. Students completing a thesis may require additional time.
- FSU does not participate in the DICAS program. DI applicants must apply Directly to FSU by February 15 of the year they plan to begin classes. DI applicants will still need to register with D&D Digital.

MISSION STATEMENT

The mission of the Florida State University's Internship in Dietetics which is Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) is to provide a post-baccalaureate route for students to complete the experiential requirements needed to write the national registry examination for certification as registered Dietitians (RD's). The program is designed for the preparation of entry-level registered Dietitians through supervised practice in medical nutrition therapy, community nutrition and food service systems management to enhance their understanding of, and ability to apply principles of nutrition science and dietetics beyond the baccalaureate or DPD level.

The mission of the Internship in dietetics is consistent with the mission of the University, which is to serve as a center for advanced graduate and professional studies. It is also consistent with the mission of the College of Health and Human Sciences and the Department of Nutrition and integrative Physiology which is to enhance the well-being of individuals and families through educational activities focused on research, health, the environment, and technology. The philosophy of the program is to prepare graduate students who desire advanced academic and professional training to meet the need for registered dietitians, and to become professionals who can seek innovative solutions to the challenges of contemporary society.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

Florida State University (University) is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the University strives to create and maintain a harmonious, high performance work and educational environment. Conduct that discriminates, harasses, or intimidates by threat, is contrary to our commitment. Further, workplace behavior that is disruptive to the operations of the University or that impairs workplace discipline interferes with this mission.

It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve.

The University further recognizes that discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate university-wide compliance, I have appointed Renisha Gibbs, Associate Vice President for Human Resources/Finance and Administration Chief of Staff to develop, administer, and coordinate university-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Title IX Director; Dean of Students Department; the Office of Faculty Development and Advancement; the Athletics Department; and all University Divisions, colleges, and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or rgibbs@fsu.edu

Signed: President John Thrasher

GOALS AND OBJECTIVE MEASURES

Goal 1: Graduates will become successful, competent registered dietitians in a timely manner.

- Objective 1: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is least 80%.
- Objective 2: At least 90% of employers/supervisors who responded to the survey will express satisfaction with the performance of the FSU DI program graduates.
- Objective 3: At least 80% of program interns complete the program/degree requirements within thirty-six months (150% of the program length).
- Objective 4: At least 80% of the program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of the program completion.
- Objective 5: At least 80% of program interns will agree that their Dietetic internship experiences provided opportunities to practice core competencies expected of the entry level dietitian

Goal 2: Graduates will advance the dietetics profession through professional participation.

- Objective 1: Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 2: Of graduates in the dietetics profession, at least 80% will participate in a professional organization at the local, state, or national level.

ACCREDITATION STATUS

The Florida State University DI Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Academy of Nutrition and Dietetics
120 S. Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
1-800-877-1600 (ext. 5500)
<https://www.eatrightpro.org/acend>

ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS

The accrediting agency for



Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.

ADMISSION REQUIREMENTS

- Applicants must have completed or been in the process of completing an accredited Didactic Program in Dietetics (DPD).
- Applicants must be accepted into one of the MS programs in the Department of Nutrition and integrative Physiology at Florida State University – you can apply through the **FSU Admissions website**.
- Applicants must have completed the application process for the dietetics internship.

Requirements to apply to FSU Master's Program

- An upper-division undergraduate GPA of at least **3.0** on a **4.0** scale. The same scale applies for graduate-level work.
- A bachelor's degree or equivalent from an accredited university.
- Prerequisites must be completed before you enter the program. (Please see Individual program prerequisite courses in the appropriate tab.)
- A competitive **GRE General Test** score; recommended score of above the 50th percentile (approximately 150) in both verbal and quantitative sections with a 4.0 or higher on the writing section. Please note that it can take up to ten (10) days after sitting for the GRE for an official score report to be sent to the university.
- **International students must have an official TOEFL score of at least 80 (TOEFL iBT) or 550 (paper-delivered) to meet university requirements.** Our department does not accept other English proficiency examinations (i.e. IELTS).

Attainment of these minimum requirements does not guarantee admission to the program. Admission decisions are based on assessments of all aspects of the student's application materials. The department reserves the right to increase standards if warranted by enrollment limitations and by the number and quality of applicants. Financial aid is a separate process from the admission to a graduate program. Other requirements, outside of the admissions application, must be met to qualify for an assistantship.

Applicants can apply online at admissions.fsu.edu/graduate

Requirements to apply to FSU DI program

- Acceptance into the graduate program in the Department of Nutrition and Integrated Physiology.
- Original DPD verification form. Applicants that have not graduated yet can submit a letter of intent, signed by the DPD Director until the DPD verification statement is available
- Create account on D&D Digital – dndDigital.com
- Official undergraduate transcript

Required Application Materials for FSU DI program

- GRE scores
- GPA > 3.0
- Two letters of recommendation
- Personal Statement
- Resume/CV

FSU Application Timeline

TIMELINE	ACTION
DECEMBER 15 th	Complete application process to NIP graduate program
FEBRUARY 1 st	Complete application process to DI program
FEB - MARCH	Application review
APRIL	Applicants are notified of results
JULY - AUGUST	Orientation and start 1 ST Semester at FSU MS-DI program

EXPENSES AND FEES

INTERNSHIP COSTS	
INTERNSHIP CREDIT HOURS (18 hrs.)	In-state tuition - \$8627.76 Out of state tuition - \$19,992.96
LEGISLATIVE DAY	\$55.00
PERSONAL COSTS	
Housing	Varies
Travel to internship sites	Depends on location
Health Insurance	Varies
Auto Insurance	Varies
Liability Insurance (per year)	\$37.00
Student Membership to Academy of Nutrition & Dietetics	\$50.00
ADDITIONAL FEES THAT MAY APPLY	
Background test	\$25.00-80.00
Drug test	Typically covered by insurance
PPD test	Typically covered by insurance
FLU vaccine	Typically covered by insurance
COVID Vaccine	Typically covered by insurance

Other items may be required by the precepting facility

Financial Assistance

Graduate assistantships (teaching and research) are awarded through the department. To find out more, please go to College of Health and Human Resources Graduate Resources page:

<https://humansciences.fsu.edu/nutrition-food-exercise-sciences/students/graduate-programs/graduate-resources/#1502649181332-c824d4a7-037e>

For information on financial aid please go to the Office Of Financial Aid page:

<https://financialaid.fsu.edu/>

Health Insurance

All interns are required to have health/medical insurance coverage and will need to provide proof of insurance prior to starting any internship rotations. All interns are expected to obtain prompt medical care to treat any accident, illness, or injury that occurs while in the DI, including illness and injury occurring while in a facility for supervised practice. Interns are responsible for all follow up care. Expedient emergency care will be obtained as needed. Interns are responsible for all costs incurred for emergency care, treatment of an illness or injury, and any follow up care.

Injury at Assigned Facility

Any injury must be reported immediately to the facility preceptor and DI Director. Emergency treatment will be given as needed at the DI intern's expense. If hospitalization is required, interns must assume the cost. When an DI intern is injured at the supervised practice site:

1. Notify the preceptor or supervisor at the facility.
2. Obtain emergency medical care.
3. Preceptor and DI intern will complete an accident report from the facility and complete an accident report from FSU.
4. Notify the DI Director regardless of how insignificant the accident is.
5. Fax the report to the Director.
6. The DI Director will fax the accident report to the proper office.

Professional Liability Insurance

- It is necessary for you to purchase liability insurance for your internship year. Marsh Affinity Group Services is the carrier who currently handles liability insurance for members of the Academy of Nutrition and Dietetics. Contact them on their web site at https://proliability.mercer.com/ahc/prol/?APPLICATION=PROL&professionCode=STUDENT&associationAbbreviation=STIP-S&isRedirected=y&_ga=2.179095020.914773678.1594731389-1664885798.1594731389

You should request \$1,000,000/\$5,000,000 malpractice. Be sure to select the "Student Dietitian" category, which entitles you to policy coverage for \$37.00 (cost may change). If you have already joined as a student member of the Academy of Nutrition and Dietetics, the price decreases to \$22.00. Insurance date must be valid on or before start of rotations. All interns are required to submit proof of Liability insurance prior to start on internship rotations.

Please note if your rotations are more than 1 year in length you will have to renew your coverage

Criminal Background Check

All schools and most hospitals require a criminal background check. If required by the precepting facility, the intern is responsible for obtaining at least 30 days in advance of the rotation start date. Some facilities pay for this service, some do not.

Level 1 or Limited Background Check can be obtained at:

<https://cchinet.fdle.state.fl.us/search/app/default?4> - \$25.00

Level 2 Background check must be initiated by the precepting facility

A Level 2 Background is a national data base check requiring fingerprinting. Cost is typically ~\$80.00

Drug Testing

Most facilities will require a drug test. Some facilities will pay for this, some will not. A 10-panel drug test can be obtained at Health Center on campus. Your primary physician can also order a drug test or there are independent drug testing centers you can go to.

DI students will need to comply at any subsequent time when a drug test is required by supervised practice facilities where the intern is placed. If the intern fails to produce the requested sample by the date and time designated, the intern will be treated as if the test result was positive. Any intern who tests positive for drugs, or who does not comply with any notice, request, or procedure related to drug testing, shall be withdrawn from the DI program. If the intern is not dismissed from the DI program, the intern will not be permitted to participate in supervised practice until the intern undergoes rehabilitation.

Auto Insurance

ALL interns must provide proof of valid auto insurance prior to the start of any internship rotations.

Other Testing

For the protection of all parties involved with dietetic training, affiliation agreements are negotiated with each practice site. Since the affiliation agreements are unique to each practice site, interns need to be prepared to undergo testing not otherwise required for the DI. Examples of additional testing could include: FLU vaccination, TB test, Chicken pox immune status, additional finger printing tests, BLS training, or additional alcohol/drug testing. The intern is responsible for all costs incurred to meet these additional requirements.

Interns will be notified in advance of a proposed start date if additional testing is required. If additional testing is not completed by the timeframe established by the supervised practice facility, the supervised practice start date may be delayed or possibly the opportunity to complete a rotation at the supervised practice facility may be cancelled. This may extend program completion and graduation date.

POLICIES AND PROCEDURES

The FSU Dietetics Internship program provides 2 specializations: clinical nutrition and sports nutrition. All Interns must complete a minimum of 1200 hours of supervised practice which includes at least 480 hours of clinical nutrition, 240 hours of community nutrition, and 140 hours of food service systems management experience. Interns specializing in clinical nutrition will also complete an additional 320 hours of specialized clinical nutrition. Interns specializing in sports nutrition will complete requirements for the graduate degree in Exercise Physiology with a major in sports nutrition and an additional 320 internship hours of sports nutrition experience.

The FSU Dietetics interns are graduate students at Florida State University and are governed by all policies, rules and requirements of the University and the Department of Nutrition and integrative Physiology. Policies, rules, and requirements of the Accredited Internship are in addition to those of the University and Department and do not negate any University or Departmental policies.

At the master's level, students are expected to demonstrate an understanding and make sense of the core knowledge needed to function in their professional field. Master's level students are expected to demonstrate an understanding of the research process, and/or creative or problem-solving activity or application of the knowledge appropriate to their discipline.

Ethics and Professional Conduct

All interns are expected to be familiar with and conform to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics. In additions, interns are expected to demonstrate ethical, personal conduct and to respect the rights of all clients and employees to confidentiality.

Guarantee of Fair Treatment

Each DI intern will have a complaint file. If an intern has a problem or complaint, then he or she should:

Step 1: Notify the preceptor. During this discussion, the intern should be open and honest about the situation. The preceptor is required to listen in a friendly, courteous manner to understand and aid in solving problems which arise. In most cases, the preceptor and intern will be able to resolve the issue together.

Step 2: If the issue cannot be resolved with the preceptor, the intern is encouraged to contact the DI Director. They will obtain all facts to resolve the problem in a fair and equitable manner. The DI Director may seek input from the Chair of the Department, and/or Dean of the College of Health and Human Sciences. All intern suggestions and complaints will be given full consideration. There will be no discrimination against any student for presenting a complaint or problem.

Step 3: If the issue cannot be resolved with the DI Director, Chair, or the Dean, the intern may contact the Accreditation Council for Education and Dietetics (ACEND).

Interns enrolled in the DI program shall not routinely replace employees in the workplace except during planned professional experiences. If the intern feels that he or she is routinely used in place of employees, he or she should contact the DI Director to discuss the rotation.

Intern or Preceptor Grievances/Complaints

In addition to the policy on fairness, the grievance policy is as follows:

1. Interns and Preceptors are encouraged to bring their grievance(s) or complaint(s) to the attention of the DI Director in a timely manner for prompt attention. This is completed in an informal manner.
2. If the complaint is not addressed to the satisfaction of the DI intern or preceptors after step 1, the DI intern or preceptor will go the department chair. This is considered as a formal complaint and a typed report of the meeting and outcome is maintained in the Department chairs files.
3. If the issue is not yet resolved, the DI intern/preceptor is invited to bring the matter to the Dean of the College of Health and Human Sciences, who will make the final ruling.
4. Interns or Preceptors should submit complaints directly to ACEND only after all other options with the DI Director and institution have been exhausted.
5. The DI Director or sponsoring institution must maintain a chronological record of DI intern complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years.
6. The DI Director or sponsoring institution must allow inspection of complaint records during on-site evaluation visits by ACEND.

Confidentiality

Interns are expected to maintain confidentiality with respect to the supervised practice facility, the university, patients, clients, employees, peers, mentors, and faculty.

Access to Personal Files

DI Intern Records

The rights of interns under the Family Educational Rights and Privacy Act of 1974 include the following:

- (a) the right to inspect and review education records,
- (b) the right to request to amend education records,
- (c) the right of protection from Disclosures by Florida State University of personally identifiable information contained in education records without permission of the DI intern involved,
- (d) the right to waive certain rights under the Act, and
- (e) the right to file complaints concerning alleged failure by FSU to comply with the Act.

Protection of Privacy

DI Intern Information

Interns are advised that certain personally identifiable information is considered by FSU to be directory information and, in response to public inquiry, may be disclosed in conformance with state law, at FSU's discretion, without prior consent of the DI intern unless the DI intern requests that FSU not disclose such information. This includes

- (a) name of DI intern,
- (b) current address and ZIP code,

- (c) telephone number,
- (d) email address,
- (e) educational status,
- (f) dates of attendance,
- (g) most recent educational institution attended, and
- (h) degrees and awards received.

A DI intern has the right to request that any or all the above items not be designated directory information with respect to that DI intern. Should a DI intern wish to exercise this right, he or she must do so in person and in writing no earlier than the first day of instruction, no later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the DI Director which of the above items are not to be disclosed without the prior consent of that DI intern. A parent or spouse of a DI intern is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the DI intern.

Health Insurance Portability and Accountability Act – HIPAA

This act affects how the interns need to retain the patient/resident/client confidentially. HIPAA applies to Protected Health Information (PHI) that is individually identifiable health information. Each facility/site may request that the DI intern assigned attend an in-service in their facility on HIPAA.

FSU DI Interns will follow these guidelines:

- Under no circumstances shall any patient identifiers be placed in any academic documents prepared by the DI intern.
- Interns will not divulge or communicate in any manner any health information.
- Interns will protect all health information and treat it as strictly confidential.
- Interns are expected to maintain confidentiality with respect to the supervised practice facility, the university, patients, clients, employees, peers, mentors, and faculty.

Any DI intern found to violate these policies, whether for malicious or non-malicious reasons, may be subject to removal from the facility and may be subject to potential civil penalties. All interns will be required to sign a Confidentiality Agreement for each facility visited. This agreement will be kept in the DI intern's file and be available to any preceptor who requests it.

Professional Dress Code for Interns

The dress code has been established so that interns will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions.

A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste, and appropriateness. Interns should adhere to the dress code of the facility to which they are assigned.

Some general guidelines include:

Jewelry: rings limited to wedding rings/bands one ring per hand; watch; plain, post-type (no dangling) earrings.

Hair: combed daily and arranged neatly; no brightly un-natural colors; hair must be completely covered by a hair net or surgical cap when in food production areas including beard net if applicable.

Shoes: comfortable shoes in good condition that provide support and protection.

Shoes are to be low heeled and closed toes, clean and polished. Tennis or sport shoes may be allowed depending on the specific rotation.

Miscellaneous: Gum chewing is not allowed, excessive make up and perfume should not be used, nail polish is not allowed, name tag must always be worn. Non-skid shoes for Food Service.

ATTENDANCE POLICY

Absences from the facilities due to illness must be reported to the Director and the Preceptor. The facility should be notified before the time the DI intern is expected to be on duty. Special requests, absences for personal reasons, etc. must be approved in advance by both the Director and Preceptor. The time missed must be made up at a time convenient to the Preceptor. Make any special requests in writing to the Director as much in advance as possible. These must be kept at a minimum!!

Emergency absences related to serious illness or injury to a DI intern or a member of the DI intern's immediate family will be restricted to a maximum of three days. Immediate family members include parents, grandparents, children, brothers, sisters, and spouse. All time missed must be made up at a time agreed upon by you and the Preceptor you are working with. If possible, the time must be made up during the rotation in which it occurs. Personal days are limited and must be approved by the Preceptor.

If an intern has been scheduled with a preceptor and does not follow through with attendance, the intern may be subject to dismissal from the program.

TARDINESS

Transportation to and from the supervised practice facilities and campus is the responsibility of the DI intern. The DI intern is expected to maintain a vehicle in reliable operating condition, so that tardiness is not due to vehicle failure. All interns are responsible for their own automobile insurance. Additionally, the DI intern is expected to schedule return trips from weekend travel, so that Monday morning punctuality is maintained. The DI intern must be in the appointed place at the appropriate time. It is suggested that the DI intern be in a supervised practice facility about 10 or 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility, which will not be tolerated. Repeated tardiness will warrant a verbal warning leading up to dismissal.

DI Program Completion Policy

Interns are expected to complete the program within 36 months whether participating in a full or part-time capacity. If an intern fails to perform in a rotation, and the preceptor determined that the learning competencies for that rotation is not met; then the intern is expected to repeat that rotation and successfully complete the required learning competencies and receive a "3 (competent)" or higher rating for that rotation before program completion can be granted. This may result in an extension of the DI program and additional credit hour costs.

Communication Response Times

Interns are expected to respond to emails, phone calls, and requests for information from the FSU DI director and office staff within forty-eight hours of receipt of the communication. Acceptable exceptions to this policy are illness or extenuating circumstances. Some situations may require documentation supporting these exceptions. Failure to promptly respond to communication from the DI Director within a reasonable time frame may result in delay of rotation assignments and/or disciplinary actions.

Use of Drugs or Alcohol

Any use of illegal drugs or nonprescription use of controlled drugs by an DI intern will result in disciplinary action. Warnings will be issued, and dismissal from the DI may result. Interns will abide by the state liquor control laws. No DI intern will report to rotation or any program sponsored function while under the influence of alcohol or drugs.

Rotation Objectives and Evaluations

All assignments and objectives must be submitted via Canvas at the end of each semester to receive a Satisfactory grade. If any items are not submitted, an incomplete will be issued, and the intern will not be allowed to start any future rotations until the missing items are completed and a Satisfactory grade can be issued.

Change of Name or Address

Please notify the DI Director of any change in name or address as soon as possible after it occurs. As a student member of the Academy of Nutrition and dietetics, a change of name or address form should be completed as well.

Housing

Housing and meal costs are the responsibility of the DI intern. The DI does not provide or arrange for housing for interns.

Telephone Use

Personal telephone calls should be made only during the DI intern's breaks or lunch periods. The DI intern may not accept incoming calls or text messages during working hours. Mobile phones are to be placed on silent mode. Personal e-mails via the facility's resources are not allowed.

Mail

All personal mail should be delivered to the DI intern's personal residence.

Smoking

Smoking is only allowed per preceptor facility policy and only during the intern's breaks or lunch periods.

Noise

Interns must consider the need of patients for rest and must avoid loud talking in patient areas.

Personal Dietary Restrictions

It is important for a foodservice manager to be directly involved in the evaluation of food quality. Interns are expected to set aside preferences and are encouraged to set aside lifestyle commitments with respect to food, to try small amounts of the food being served by the department to patients and the public.

Miscellaneous

- Interns are not allowed to solicit or accept monetary tips for any services rendered to clients.
- Pregnancy - A DI intern may remain in the DI with written permission from her attending physician stating she is able to perform the assigned responsibilities. Interns should notify the Director of a pregnancy as soon as possible.
- Passwords/usernames created at the worksite must be professional & appropriate.

REQUIRED DOCUMENTATION

Students are required to submit the following on Canvas prior to beginning any internship rotation:

- 1) provide the Director with proof of health and car insurance,
- 2) provide the Director with proof of immunization record
- 3) copy of valid Driver's License
- 4) complete the internship agreement during orientation
- 5) be responsible for their own transportation to the practice facilities,
- 6) purchase student liability insurance coverage for the duration of their internship,
- 7) depending on which facility you are going to, background checks, drug screening and other clearance requirements may be an out of pocket expense for the intern.
- 8) be responsible for program related expenses.

ACADEMIC HONOR POLICY:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>)

Updated 4-24-2020

AMERICANS WITH DISABILITIES ACT:

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; and (2) bring a letter to the instructor indicating the need for accommodation and what type.

- Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Office of Accessibility Services has been provided.
- This syllabus and other class materials are available in alternative format upon request.
- For more information about services available to FSU students with disabilities, contact the:
 - Office of Accessibility Services 874 Traditions Way 108 Student Services Building
Florida State University Tallahassee, FL 32306-4167 (850) 644-9566 (voice) (850) 644-8504 (TDD) oas@fsu.edu <https://dsst.fsu.edu/oas>

THE SEMINOLE CREED

Truthfulness

I will be honest and truthful at all times and work for personal and institutional integrity at Florida State University.

Respect

I will show respect for others, the University, the community, and myself.

Excellence

I will pursue excellence in my learning and living in the University and beyond.

Freedom of Speech and Inquiry

I will support academic freedom, including the right of dissent and freedom of speech.

Diversity

I will learn from and about those who are different and work to make the University inclusive.

Justice

I will treat others in a fair manner and strive to make the University a community of justice.

Citizenship

I will act as a responsible citizen in the University and beyond, participating in those activities fostering citizenship.

Discovery

I will take time for adventure, discovery, fun, excitement, and friendship.

CURRICULUM

Supervised practice experiences in the Internship are scheduled to efficiently utilize student time and to accommodate preceptor and site availability. Completion of the Internship is based on completion of supervised practice experiences, and completion of the graduation requirements for the thesis or non-thesis options of the master's degree in nutrition and food science or exercise physiology.

Core courses for dietetics internship students include:

HUN 5242	Carbohydrates, Fats, and Proteins (3)
HUN 5243	Vitamins and Minerals (3)
DIE 5248	Advanced Medical Nutrition Therapy I (3)
HUN 5938	Advanced Medical Nutrition Therapy II (3)
STATISTICS	any equivalent graduate level statistics course (3-4)
HUN 5802 & 5802L	Research Design and Methodology (3)
HUN5625	Nutrition Counseling (3)
FOS/HUN 5930	Graduate Seminar (1)
HUN 8945	Supervised Field Experience (18) – non-thesis
	Supervised Field Experience (15) - thesis

Within the M.S.in Food & Nutrition degree/Internship program with Clinical Nutrition Focus additional classes will be required to complete the MS degree. (See curriculum for details)

Within the M.S.in Exercise Physiology degree/Internship program with Sports Nutrition Focus additional classes will be required to complete the MS degree. (See curriculum for details)

Students are also expected to participate in other professionally related activities during the academic year and are encouraged to participate in local, state, and national dietetic association activities. Service activities are highly recommended. **Student membership in the Academy of Nutrition and dietetics is required.**

Typical Curriculum for Non-Thesis Food & Nutrition MS-DI: Clinical Emphasis

YEAR ONE

Fall Semester

Course Work (12 credit hours)

HUN 5242- Carbs, Fats, and Proteins (3)

HUN 5802 & 5802L – Research Design and Methodology & Lab (3)

DIE 5248 – Advanced MNT I (3)

Elective #1 (3)

Orientation and Advising Meetings

Spring Semester

Course Work (13 credit hours)

HUN 5243 – Vitamins and Minerals (3)

DIE 5938 – Nutrition Counseling (3)

HUN5938 – Advanced MNT II (3)

EDF 5400 or FAD5700 - graduate level statistics (4)

Organizational and Advising Meetings

Summer Semester

Course Work (6 hrs.)

HUN 8945 - 12 Weeks of Internship full time (6)

YEAR TWO

Fall Semester

Course Work (10 hrs.)

HUN 5930 – Seminar (1)

Elective #2 (3)

Elective #3 (3)

HUN 8945 – internship part time – 6 weeks (3)

Organizational and Advising Meetings

Spring Semester

Course Work (9 hrs.)

HUN 8945 – internship full time – 12 weeks (9)

Organizational and Advising Meetings

Students completing a thesis are only required to have 3 credit hour elective, 15 credit hour supervised field experience, and add 6 credit hours for Thesis (HUN 5971)

TOTAL CREDIT HOURS FOR MS-DI FOOD & NUTRITION SCIENCE MAJOR NON-THESIS: 50

TOTAL CREDIT HOURS FOR MS-DI FOOD & NUTRITION SCIENCE MAJOR THESIS: 50

Typical Curriculum for Non-Thesis Exercise Physiology MS-DI: Sport Nutrition Emphasis

YEAR ONE

Fall Semester

Course Work (12 credit hours)

HUN 5242- Carbs, Fats, and Proteins (3)

HUN 5802 & 5802L – Research Design and Methodology & Lab (3)

APK 5111c - Advanced Exercise Physiology (3)

DIE 5248 – Advanced MNT I (3)

Orientation and Advising Meetings

Spring Semester

Course Work (12 credit hours)

HUN 5243 – Vitamins and Minerals (3)

HUN 5625 – Nutrition Counseling (3)

HUN5938 – Advanced MNT II (3)

PET5553 – Cardiorespiratory Evaluation (3)

Organizational and Advising Meetings

Summer Semester

Course Work (6 hrs.)

HUN 8945 - 12 Weeks of Internship full time (6)

Organizational and Advising Meetings

YEAR TWO

Fall Semester

Course Work (11-12 hrs.)

PET 5367 – Nutrition and Exercise Performance (3)

HUN5938 – Nutritional Supplements in Exercise (3)

EDF 5400 or FAD5700 graduate level statistics - (4)

PET 5930 – Seminar (1)

Organizational and Advising Meetings

Spring Semester

Course Work (9 hrs.)

HUN 8945 – internship full time – 12 weeks (9)

Organizational and Advising Meetings

Students completing a thesis are only required to have 15 credit hour supervised field experience, and add 6 credit hours for Thesis (HUN 5971)

TOTAL CREDIT HOURS FOR MS-DI EXERCISE PHYSIOLOGY SPORTS NURITION MAJOR
NON-THESIS: 53

TOTAL CREDIT HOURS FOR MS-DI EXERCISE PHYSIOLOGY SPORTS NURITION MAJOR
THESIS: 56

PLACEMENT IN FACILITIES

The DI Director is responsible for locating preceptors and rotation facilities and obtain approvals from preceptor for each supervised experience. After locating and obtaining approval for the rotation sites, the DI Director will notify the intern of dates and on-boarding paperwork that needs to be completed. Placement of interns at practice sites is at the discretion of the DI Director.

The DI Director will ensure an Affiliation Agreement is in place and current prior to the start of a rotation. New affiliation agreements or updates can take 6 months – 1 year to complete. If an intern begins rotation activities prior to completion of required documentation, internship hours may not be counted towards the completion of the internship program.

FOOD SERVICE MANAGEMENT (120 onsite + 20 virtual hours)

- Description: Practicing marketing, procurement, storage, preparation, delivery, service, and management that include retail operations. Interns practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities; activities include practical hands-on experience as well as investigative research to prepare for in-depth management responsibilities.
- This rotation also focuses on food service within an inpatient setting for people who have medical needs related to their Diet's; interns will practice menu planning, taking meal orders, tray preparation and delivery, patient promotions, marketing of menus, and all aspects of producing and delivering nutrition to patients.

CLINICAL NUTRITION I (80 hrs.)

- Pre-requisite – Classroom: Advanced medical Nutrition Therapy I
- Description: Introduction to clinical nutrition in an inpatient hospital setting such as long-term care or rehabilitation where there is a slower work pace, and the preceptor has more time to work with DI intern. Intern will practice the nutrition care process with populations with common medical conditions impacted by diet including obesity, Diabetes, hypertension, cardiovascular, and gastrointestinal disorders.

CLINICAL NUTRITION II (320 hrs.)

- Pre-requisite: CLINICAL NUTRITION I; Classroom: Advanced Medical Nutrition Therapy II
- Description: Practicing the nutrition care process with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease. Completed in inpatient hospital setting.

CLINICAL NUTRITION III (320 HRS) ONLY FOR CLINICAL MAJORS

- Pre-requisite: CLINICAL NUTRITION I & II and Clinical Nutrition emphasis
- Sport nutrition emphasis interns will not complete this rotation
- Description: Practicing the nutrition care process with populations with more specific medical conditions such as Dialysis, Diabetes education, Pediatrics, cancer, obesity. Completed in inpatient or outpatient settings

COMMUNITY NUTRITION (240)

- Description: Developing skills to provide nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling, nutrition education, nutrition assessment, and wellness programs. Interns also develop skills in evaluating and applying government program guidelines and policies.
- 40 hrs. required at a WIC rotation location.

SPORT NUTRITION (320 hrs.) ONLY FOR SPORTS NUTRITION MAJORS

- Pre-requisite: Classroom: Advanced Exercise Physiology, Nutrition and Exercise Performance, Nutritional Supplements in Exercise
- Description: Developing skills related to nutrition and exercise science in sport specific facilities/programs.
- Rotation specifics will be determined by the DI Director and DI intern. Depending on the type of experience desired by the intern, travel/relocation is typical FSU is not responsible for the cost of travel or relocation.

Rotation	Type of Facility	Comments	Hours	Weeks
Community	Extension Office, WIC, Food Bank, Schools, Corporation.	WIC rotation required (40 hrs.)	40 onsite	1
	Child Adolescent Education: WIC, School, After School Program, YMCA	Intern must rotate at a minimum of 2 Different practice sites	200 onsite	5
Food Service Management	Institutional food service at college, hospitals, restaurants, or schools		120 onsite 10 virtual	3
Clinical I and II	Hospital; long term care facility. Acute care and Critical Care experience required in MNT 2	Advanced MNT class required prior to start of Clinical I rotations Clinical I required prior to starting clinical II rotation	400 onsite 100 virtual	10
Specialty Emphasis Clinical Nutrition (Clinical III)	Inpatient or outpatient Disease specific. Cancer center, metabolic center, eating Disorders, Pediatrics	Clinical I and II required prior to starting clinical III rotations	320 onsite	8
Specialty Emphasis Sports Nutrition	Professional or collegiate sports, military performance nutrition, private practice	Advanced Exercise Physiology required prior to starting sports nutrition rotation	320 onsite	8
Other	Legislative day, mentoring, DI meetings, other competency-based projects		10	

DI Director may adjust the rotation schedule as needed

ROTATION OBJECTIVES & EVALUATIONS

Objectives

- Objectives are based on ACEND required competencies for practical experience
- Facility specific objectives will be available on Canvas DI organizational site
- If an objective list does not exist due to a new preceptor site, the DI will create one
- The DI intern should provide the preceptor with the objective list at the start of the rotation
- It is the responsibility of the intern to ensure all objectives are completed and signed off by the preceptor
- It is the responsibility of the intern to ensure all objectives are turned in on canvas prior to the last day of the semester
- Failure to submit all completed, signed objectives on canvas prior to the last day of the semester may result in an incomplete. Interns may not be able to start the next rotation if objectives of current rotation(s) are not completed. Students will not be able to complete the program and obtain the DI verification statement until all objectives for all rotations are submitted, verified, and approved by the DI Director.

Intern Evaluations

- Intern evaluations will be available on Canvas DI organizational site. This evaluation is of the DI intern by the preceptor and a self-evaluation by the DI intern.
- The DI intern should provide the preceptor with the intern evaluation at the start of the rotation
- It is the responsibility of the intern to ensure the intern evaluation is completed and signed off by the preceptor. It is strongly encouraged the intern and preceptor review the evaluation together. The intern should complete the self-evaluation prior to reviewing the intern evaluation with the preceptor.
- It is the responsibility of the intern to ensure all intern evaluations are turned in on canvas prior to the last day of the semester
- Failure to submit all completed, signed intern evaluations on canvas prior to the last day of the semester may result in an incomplete. Interns may not be able to start the next rotation if the evaluation(s) of current rotation(s) are not completed. Students will not be able to complete the program and obtain the DI verification statement until all intern evaluations for all rotations are submitted, verified, and approved by the DI Director.

Rotation Evaluations

- A link to the rotation evaluations will be available on Canvas DI organizational site. This evaluation is of the preceptor and facility by the DI intern.
- It is the responsibility of the intern to ensure the rotation evaluation is completed.
- It is the responsibility of the intern to ensure all rotation evaluations are submitted prior to the last day of the semester
- Failure to submit all rotation evaluations prior to the last day of the semester may result in an incomplete. Interns may not be able to start the next rotation if the evaluation(s) of current rotation(s) are not completed. Students will not be able to complete the program and obtain the DI verification statement until all rotation evaluations for all rotations are submitted and verified by the DI Director.

PROGRESSION AND EVALUATION

Performance Rating

It is acknowledged that this is a period of professional but also personal growth for the intern. The goal of the DI at FSU is to prepare interns for entry-level positions as Dietitians. Thus, performance ratings are based on the intern's professional performance at the supervised practice site. The rating scale (1-5) used by the preceptor to evaluate the intern's performance of competencies is:

5 – Exceeds expectations

4 – Competent. Meets all expectations. Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions.

3 – Applies major principles and concepts accurately most of the time, however, requires support to consistently use principles and/or methodology accurately in all practice applications.

2 – Does not consistently demonstrate an understanding of major principles and concepts. Does demonstrate some correct practice methodology.

1 – Requires frequent support and directive cues. Needs direction to consistently identify principles and application.

The intern must receive an overall mean score of 3 or higher at the end of the rotation to successfully pass the rotation and continue to the next rotation.

Formal Assessment of Intern Learning

Formal assessment of DI intern learning and regular reports of performance and progress are provided at specified intervals such as segments or rotations of a planned learning experience. Formal evaluation occurs at pre-determined times throughout supervised practice rotations using specifically prepared DI forms. Evaluations include both assessments of the DI intern's progress as well as assessments of the DI intern's knowledge and performance. Preceptors completing the evaluation use the provided form and review with the DI intern prior to signatures.

It is the DI intern's responsibility to be familiar with the various evaluation forms so that he or she is aware of the criteria and timing for each evaluation. The form is returned to the preceptor and/or Director. DI intern forms are provided for the DI intern to evaluate his/her experience in the rotation as well. These forms are used to facilitate improvements in the DI and provide feedback to Preceptors.

Many opportunities exist for informal feedback about performance. These should be viewed as positive opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback/discussion's with Preceptors on skill development, clinical documentation, presentations, and projects. A self-evaluation by the DI intern is also required at the end of each rotation.

REQUIREMENTS FOR PRECEPTORS AND FACILITIES

Preceptor Responsibilities

- The preceptor must be a full-time employee at the selected facility. The primary preceptor may be a part-time employee if a qualified secondary preceptor is available to supervise the DI intern when the primary preceptor is not available.
- All preceptors will provide a resume/CV to the DI Director for ACEND records
- Preceptors need to read all objectives required for the DI intern and determine they can complete those objectives during the rotation.
- Preceptors must have adequate time to supervise, mentor and evaluate the DI intern.
- The preceptor is responsible for scheduling all learning experiences for the DI intern during the specified rotation.
- It is expected that the preceptor will provide feedback to the DI intern regarding observed strengths and weaknesses on a regular basis. The Preceptor will conduct the intern evaluation of the DI intern and act as the point of contact in the facility with the DI Director.
- DI Director will schedule a time to discuss the performance evaluation by meeting with the DI intern and/or preceptor as determined by the DI Director.

DI Director Responsibilities

- Schedule all practice internship rotations
- Ensure affiliation agreement are current and in place for each preceptor facility
- Provide objective and evaluation materials.
- Review all objectives and evaluations are completed and signed by preceptor
- Ensure all pre-rotation requirements are completed
- Contact preceptor and/or DI intern periodically to discuss rotation experiences.
- Be available for consultation, as necessary.
- Ensure all program completion material is submitted
- Issue DI verification upon completion of program
- Submit verification of program completion to CDR for all DI interns

DISCIPLINARY/TERMINATION PROCEDURE

DI Pathway interns are regularly informed regarding their progress in supervised practice components of the DI.

- The DI Director reviews the supervised practice progress of all interns.
- If an DI intern fails to meet the criteria for satisfactory performance for the supervised practice or the health status of an DI intern is a detriment to the DI intern's successful completion of the DI, the DI intern may be placed on probation at the Discretion of the DI Director.
- If at any time the conduct of an DI intern is judged to unfavorably affect the morale of other participants in the DI and/or results in an unsatisfactory level of performance, a conference shall be held between the DI Director and appropriate representatives to determine remedial action.
- If a DI intern does not meet the competencies and objectives of the supervised practice experience, the DI intern will be assigned to continue with additional experiences, until the desired level of expertise is accomplished. Should this occur, the Director in consultation with the preceptors of the facility will provide in writing specific steps and action(s) that are to be required of the DI intern. If the DI intern does not meet competencies at this point the DI intern may be dismissed from the DI.
- For an DI intern who fails to submit the completed objectives and evaluations, the intern will receive an incomplete for that semester until those items have been completed.
- DI interns that fail to satisfactorily complete DI competencies and/or performance evaluations may be required to repeat portion of the rotation which may delay completion of the program and graduation. This may result in additional credit hours and cost to the intern.
- DI interns that are in danger of exceeding the thirty-six-month DI program maximum will be counseled with regular monthly calls, Skype, or in-person meetings with the DI Director to aide and track intern progress.

Probation and Dismissal Process

A verbal and then a written warning will be issued before the DI intern is placed on probation. Justification for a warning can include (but not exclusively) an observed undesirable performance including an uncooperative, unprofessional, and/or unethical behavior. Instances of this may be insolence, habitual tardiness, refusal to cooperate, leaving the facility before the assigned time, disregard for the attendance policies of the DI or academic or supervised practice deficiencies. The purpose of this procedure is to record a fair and consistent procedure for termination of interns from the DI. Interns can file a grievance at any point in the disciplinary procedure. (See "DI Intern or Preceptor Grievances/Complaints.")

Step 1: A verbal warning will be given to the DI intern. At this time, the Director will provide verbal counseling informing the DI intern of the conduct or performance problem. A performance problem consists of any evidence of undesirable performance, one unacceptable rating or verbal report by a preceptor. (The unacceptable rating is to be noted by the preceptor on the Performance Evaluation form.) The in-person warning

will be conducted from the Director's private office. The DI intern will be given the opportunity to give his or her side of the situation. Specific expectations of improved performance or conduct will be outlined for the DI intern. This meeting will be documented. For those in danger of exceeding the 30-month maximum, and for those who have exceeded the five-day module portfolio submission window, a verbal warning will be issued, and a correction action plan will be developed.

Step 2: If the behavior continues, a written warning will be given to the DI intern. The Director will give a written warning to the DI intern after formal counseling. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter and reviewed with the DI intern. A copy of the corrective action will be provided to the department chair. The DI intern will be given the original letter and a file copy will be kept in the DI intern's official folder. A written warning shall be given for those in danger of exceeding the 30 month maximum, and for those who have exceeded the five day module portfolio submission window if they have failed to meet the timeline schedule developed in step 1.

Step 3: An DI intern may be placed on probation when there is evidence that he or she has Difficulty in complying with the corrective action as defined in step 2 or is unable to complete didactic components of the DI. The Director will notify the DI intern privately of his or her probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The DI intern may be placed on probation for a period of up to four weeks. If, after this period there is no resolution it may be necessary to change the preceptor or rotation schedule. Only one probationary period will be permitted during the DI.

Step 4: If after all the above steps are followed and the DI intern again receives an unacceptable rating or verbal report by a preceptor, the DI intern will be dismissed from the DI. The DI intern may also be dismissed when he or she is unable to satisfactorily complete the DI requirements in a period equal to 150% of the length of the DI or within 200% of the length of the DI in extenuating circumstances. The DI intern will receive a written notice of termination.

PROGRAM COMPLETION PROCEDURES

Following the successful completion of all the rotation objectives, all DI interns must pass an exit exam with at least an 80% to receive the verification statement. Interns will have two attempts to pass the exam with the required score. If the intern fails both attempts a plan of action will be developed to assist the intern.

Also, the DI Director or Coordinator will conduct an exit interview in person or by phone or teleconference for ongoing curricular improvements. The intern will also fill out an electronic survey about the program and complete all CDR official forms including:

- RDE form
- Transcript Degree Confirmation Release Form

The intern will also be required to join the FSU NIP linked in page to assist with future intern and job placements and for collection of ACEND required statistics.

GRADUATION AND COMPLETION REQUIREMENTS

The Verification Statement from Florida State University's DI that establishes eligibility to take the national registration exam is granted only when the DI intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all components of all scheduled supervised practice rotations, projects and requirements, and graduate courses. Interns may be given additional time to complete supervised experiences, pending approval of the DI Director and preceptors.

To receive the verification statement, the DI within the FSU DI requires that the interns

- Meet all ACEND core competencies prior to completion of the DI. These core competencies specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably in the professional practice setting.
- Demonstrate professional behavior competence in the areas of communication, time management, problem solving and critical thinking.
- Exhibit satisfactory performance in accordance with the Professional Code of Ethics for the Profession of Dietetics on all required assignments, projects, curricula, rotation objectives, case studies, presentations, and exams.
- Comply with policies and procedures of the DI as specified in this handbook as well as the policies and procedures established by all affiliating institutions. It is important that interns familiarize themselves with all policies and procedures of the DI and all facilities. Complete the required hours of supervised practice
- Meet professional practice expectations
- Demonstrate expert performance and competency throughout DI rotations as evaluated by DI faculty members and facility preceptors
- Confirmation of completion of graduate coursework and eligibility for graduation with:
 - A minimum overall GPA of 3.0
 - A grade of B- or better in HUN 5242, HUN 5243, HUN5625, HUN 5938, and DIE 5248.
 - A grade of C- or better in all other required courses and in any other courses applied towards graduation.
 - Completion of HUN 8945 with a grade of "S".
 - Attendance at all official Internship meetings.
 - Completion of all other degree requirements.

PROGRAM COMPLETION

DI Completion and Verification Statement

Upon completion of the DI interns will receive a verification of completion certificate and be eligible to take the national Registration Examination for Dietitians. The Director will notify Commission on Dietetic Registration (CDR) when interns have completed all requirements for eligibility for the Registration Examination. Upon notification from CDR, it will be the graduate's responsibility to make arrangements to take the exam. The DI Director will mail 5 original signed DI verification statements to the address on file for the DI intern's records. Additional copies may be given upon request.

THE DIETETICS REGISTRATION EXAM

Computer Based Testing Fact Sheet

<http://cdrnet.org/certifications/computer-based-testing-fact-sheet>

Q. Why Did CDR choose to implement computerized testing for its entry level examinations?

A. The Commission made the decision to implement computerized testing for the entry-level examinations because it recognized the many advantages it offers to examinees. These include:

- Flexible test administration dates: examinees can schedule testing throughout the year.
- Re-testing available forty-five days following the previous test date.
- Unique examination based on each examinee's entry-level competence.
- Score reports distributed to examinees as they leave the test site
- Eliminating the six-week waiting period required with paper and pencil testing.

Q. What is the difference between computer-based testing (CBT) and computer adaptive testing (CAT)?

A. Computer based testing (CBT) is an umbrella term used to describe several types of examinations administered by computer. These tests may range from conventional multiple-choice tests administered on a personal computer to virtual reality simulations. Computer adaptive testing (CAT) is a specific type of computer-based testing.

An adaptive test is commonly shorter than a traditional paper-and-pencil test. CAT also results in more measurement efficiency as it administers questions that provide the most important information about the examinee's competence.

Q. Where will the computerized examinations be administered?

A. CDR's testing agency, ACT, Inc., has developed their own testing network to administer the examinations at over two hundred twenty-five (225) approved test sites nationwide, located in universities and community colleges. More centers are scheduled to become available in the future. Interns will receive the most updated test center listing at the time of test registration. Centers are subject to change.

Q. How often will the computerized examinations be administered?

A. The examinations will be administered year-round at over two hundred twenty-five (225) ACT Centers nationwide. All test sites are open Monday through Friday with some centers also open on Saturdays. Eligible interns will be instructed to call a toll-free number to schedule an appointment to take the examination.

Q. How much is the application fee?

A. The application fee for Dietitians is \$200 and \$120 for Dietetic technicians.

Q. Will the examination application, sent with the Handbook for Interns by ACT, expire?

A. The examination application expires one year after it is issued by ACT. (Refer to page 1 of the Handbook for Interns.) If you do not complete and return the examination application within this one-year period, you must contact the Commission on Dietetic Registration to request a new application.

Q. Does the authorization to take the examination expire?

A. Yes. The CDR Authorization to Test expires after the test is taken or one (1) year after authorization, whichever occurs first. This means that if examinees are unsuccessful, they must contact CDR to take the test again. It is important to note that some employers and licensure boards may establish shorter limits on the testing authorization period.

Q. How many questions will be on the Registration Examination for Dietitians?

A. The examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and twenty-five questions: one hundred (100) scored questions and twenty-five (25) pretest questions for the examination to be scored. The maximum number of questions possible is one hundred and forty-five (145): one hundred and twenty (120) scored questions, and twenty-five (25) un-scored pretest questions.

Q. How many questions will be on the Registration Examination for Dietetic Technicians?

A. The examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and ten (110) questions; eighty (80) scored questions and thirty (30) pretest questions for the examination to be scored. The maximum number of questions possible is one hundred and thirty (130); one hundred scored questions and thirty (30) unscored pretest questions.

Q. How often does the examination content outline (test specifications) change?

A. The content outline changes following the review and analysis of the Dietetics Practice audit. The last audit was conducted in 2005. The current content outline took effect in January 1, 2007

(Domain I - Food and Nutrition Sciences – 12%; Domain II - Nutrition Care Process and Model – Simple and Complex Conditions – 40%; Domain III - Counseling, Communication, Education and Research – 10%; Domain IV - Foodservice Systems – 17%; Domain V - Management – 21%)

Dietetic technician (Domain I -Food and Nutrition Sciences – 8%; Domain II - Nutrition Care Process and Model – Simple Conditions –40%; Domain III - Counseling, Education and Training – 7%; Domain IV - Foodservice Systems – 21%; Domain V - Management – 24%).

Q. Why are there more pretest questions on the Registration Examination for Dietetic Technicians than the Registration Examination for Dietitians?

A. It is important that new questions be pre-tested for both examinations on a regular basis. The Registration Examination for Dietetic Technicians was only administered once per year until 1996 and coupled with a small examinee volume reduced the number of pretest questions administered each year. With computerized testing and year-round administration, CDR can pretest more questions and increase the bank of questions.

Q. How much time will examinees have to complete the examination?

A. Examinees will be allowed three (3) hours to take the examination and complete an introductory tutorial. The timer/clock will begin with question one of the examinations. Examinees will have two and one-half (2 ½) hours to complete the examination once the timer/clock begins. The examinee will have the option to hide the clock during the examination.

Q. Will a calculator be provided at the test center?

A. Yes. A simple calculator is provided at each computer workstation. Examinees are not permitted to bring their own calculator. Each calculator should be examined and tested prior to the beginning of the examination.

Q. Will the test questions be in multiple-choice format?

A. Yes. The question format continues to remain the same as it had been on the pencil-paper examination. (Refer to the Handbook for Interns sample questions.)

Q. Will the test questions be numbered?

A. Yes. The examination questions will be numbered.

Q. Will examinees be allowed to change question responses, skip questions, or review question responses?

A. No. Each question will require a response to continue the examination process. Once an examinee answers a question and continues to the next question, the examinee is not permitted to review or change previous examination questions/responses.

Q. Will there be staff available at the test center in case the computer malfunctions?

A. Yes. Each test center will be staffed with personnel to assist examinees in the event of a computer malfunction. Examinees will be asked to wait approximately forty-five minutes while the computer problem is investigated. If it is not possible to resolve the problem in this timeframe, examinees will be rescheduled to test as soon as possible.

Q. How should I report scheduling or onsite testing problems?

A. If you have trouble either during scheduling or testing, please contact ACT at 319/337-1315.

Q. Will the Commission continue to make special accommodations for examinees with disabilities?

A. Yes. The Commission will continue to make reasonable accommodations for interns with disabilities, provided appropriate medical documentation is submitted with the request for special testing accommodations. Refer to the Handbook for Interns for specific documentation requirements.

Q. When will examinees receive their score report?

A. Score reports will be distributed to examinees as they leave the test center.

Q. Is the score report distributed by the testing center official?

A. No, the examination results are subject to verification by CDR.

Q. What information will be included on the examinee score report?

A. The examinee score report will include the examinee's scaled score and the scaled score required to pass the examination. In addition, scaled sub-scores for the Food and Nutrition Sciences (Domains I, II, and III) and Foodservice Systems/Management (Domains IV and V) areas will be reported.

Q. Will examinees be given an opportunity to become familiar with the computer before beginning the test?

A. Yes. Examinees will be allowed to take a tutorial on the computer prior to beginning the actual examination. This tutorial will include detailed instructions on taking the computerized examination and provide an opportunity to respond to practice questions.

Q. Are there any other materials available to assist examinees in preparing to write the examination?

A. The Commission on Dietetic Registration publishes two study guides; Study Guide for the Registration Examination for Dietitians; and Study Guide for the Registration Examination for Dietetic Technicians. Both study guides include a comprehensive study outline, references, and practice examination. The practice examination is provided in both hard copy and CD-ROM versions. The CD-ROM has been designed to simulate the actual computerized examination.

Q. Will Dietetics education DI Pathway Directors receive institutional score reports?

A. Yes. DI Pathway Directors will receive institutional reports in February and August of each year. The institutional score report will include scaled scores for DI graduates (examinee names will only be included if the examinee authorized release of scores with examinee name), percentile ranks, national mean scores, institutional examinee mean scores, and scaled sub-scores for Food and Nutrition Sciences (Domains I, II, and III) and Foodservice Systems/Management (Domains IV and V).

Q. Will the scaled score required to pass the examination change from the current minimum passing scaled score of twenty-five (25)?

A. The scaled score required to pass the examination will remain twenty-five (25) on a scale of one (1) to fifty (50).

Q. How soon can unsuccessful examinees retake the registration examination?

A. Examinees will be allowed to retest forty-five (45) days after taking the examination unsuccessfully. They must contact the Commission on Dietetic Registration to be reauthorized as examination-eligible and pay the current examination application fee.

Q. If the examinee decides to stop before responding to the minimum number of questions required to make a pass/fail decision, will the examinee's score be reported as a "fail?"

A. No. If an examinee does not respond to the minimum number of questions required to make a pass/fail decision, the examination will not be scored. The examinee will receive a form documenting their decision to quit the examination. The examinee must contact the Commission on Dietetic Registration to be reauthorized to test. No refunds will be provided.

Q. Under what conditions must the examinee contact the Commission on Dietetic Registration to be reauthorized to test?

- A. The examinee must contact the Commission to be reauthorized to test:
- when the examinee fails the examination,
 - when the examinee's one-year authorization period ends,
 - when the intern fails to cancel the testing appointment within the specified timeline,
 - when the intern arrives late for the scheduled testing appointment,
 - when the intern does not complete the examination during the test appointment.

Q. How long after interns complete registration eligibility requirements will it take to be authorized to test?

A. The entire process from the time the Commission on Dietetic Registration receives the eligibility application to the time the intern receives the Authorization to Test letter is 3 to 6 weeks dependent on first-class mail delivery and prompt intern response to the examination application mailing.

Please refer to the February 1999 JADA article entitled Computer-based testing: A new experience in 4 easy steps, for a description of the application process.

Q. How often may examinees take the registration examination?

A. Once an examinee establishes eligibility to take the examination there is no limit on the number of times an examinee may take the examination, provided the examinee waits the required forty-five (45) days between test dates. Please check with your state licensure board for state specific requirements regarding retesting for licensure purposes.

Q. Why did CDR choose to give examinees different questions and a variable length test?

A. The Commission made the decision to administer a unique variable length test to examinees for two reasons:

- Reducing the number of examinees who “see” each question enhances test security and ultimately the credibility of both the RD and DTR credentials.
- Administering only the number of questions needed to accurately assess the individual examinee’s competence to practice results in a shorter testing time for all examinees: maximum of 2½ hours versus the maximum of four hour and twenty minute testing time with the paper pencil test.
- The length of the test will be shorter for those examinees that clearly pass or clearly fail after responding to the minimum number of questions (110 questions for DTR and 125 questions for RD).

Q. Is a variable length test with different questions for each examinee equitable?

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Q. Is a variable length test with different questions for each examinee equitable?

A. The computerized examinations are fair to all examinees for the following reasons:

- Flexible test administration dates: examinees can schedule testing throughout the year.

- All examinees are given the opportunity to respond to the precise number of questions required to measure accurately their competence to practice at the entry-level.
- The minimum/maximum number of questions presented to examinees has been established based on actual simulation studies.
- All examinations are scored following the same passing standard.
- All examinations conform to the test specifications (content outline) for either the Registration Examination for Dietitians or the Registration Examination for Dietetic Technicians.

Q. Will the questions change in Difficulty as I progress thru the CBT exam?

A. No. The purpose of CDR's computerized examinations is to classify interns as ready to practice or not ready to practice safely. Consequently, the item selection process chooses items that are most discriminating at the cut score. If an intern is borderline, then all items will seem difficult.

Q. Does the Difficulty level of the computer-based exam become more difficult if an intern takes it more than one time?

A. No. The CDR exams are computer-based exams and there is nothing in the administration algorithm that identifies an intern as a repeat intern. The nature of the items or questions that an intern receives is not based on the number of times the exam is taken.

If you analyze item performance after the fact, it is true that repeat interns do not perform as well as the total population, but that would be true if we were to look only at failing interns. When repeat interns are mixed in with the total population, the high performance of the majority cover over the performance of the few.

Q. Have the computer-based registration examinations been pilot-tested?

A. In preparation for the implementation of computer-based testing for the entry-level registration examinations, CDR's testing agency, ACT Inc., conducted simulation studies of both the dietitian and dietetic technician question pools.

These studies were designed to validate that the questions would provide the information required to make a valid pass/fail decision on a computer-based examination.

Computer-based examinations have been used by many professions for both licensing and certification, since the early 1990's. Based on the experience of these professions, the psychometric community recognizes computer-based and paper-pencil examinations as comparable.